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6 February 1976

MEMORANDUM FOR: Director of Training

SUBJECT : Course Report: Preparing for Overseas
Assignment, No. 3-76, 3-5 February 1976

General Comments

Preparing for Overseas Assignment #3-76 was held 3-5 February in the Chamber of Commerce Building. The overseas assignments of the class were to Africa, East Asia, Western Europe, the Middle East and Latin America. The group was very active throughout the 3-day program, and no problems were encountered.

Class Composition

Enrollment was 14, including 3 dependent wives. Nine of the group attended Phase II, including 2 dependent wives. Grade range of the class was GS-05 to GS-11, with an average grade of GS-07.2. The average age of the group was 26.6 and the average length of service 4 years. The breakdown by Directorate was as follows: DDO-9, DDS&T-2, and DDA-1.

Course Format

This running did not contain the usual security briefing due to the recently organized 2-day overseas security briefing course conducted by the Office of Security. This OS course is mandatory for overseas departees, and to avoid duplication, we deleted the security talk from the POA.

25X1A Several new speakers participated in this running of the POA. [REDACTED] of Life Sciences Division, ORD, gave the presentation, "Living in a New Culture." Both oral and written evaluations by the class indicate that she was very effective. There was one suggestion, however, that she reduce the first half of her presentation which was a showing of slides on the work the Agency is doing in the field of cross-cultural communication and a general discussion of the whole discipline.

25X1A [REDACTED] recently returned Chief of Station,
25X1A [REDACTED] talked to the class on the overseas climate today
with some general comments on personal security abroad.

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25X1C

[REDACTED]

seemed to be able to satisfy the class that positive steps are being taken to improve the cover situation both here and abroad.

25X1A

Mr. and Mrs. [REDACTED] of the Office of Logistics and Africa Division, respectively, shared panel duties for the "Transplanting Your Household" discussion. Both were excellent, and the evaluations reflect this view.

25X1C

A new speaker in Phase II was [REDACTED] 25X1A
Chief of Operations for Latin America Division, who discussed the role of the Station [REDACTED] 25X1A
covered the topic well, and generated a good question and answer session.

Evaluations

Evaluations indicate that the course fulfilled its objectives. The numerical evaluations, based on a scale of 1 (slight) to 7 (highly satisfactory), were: Objective A--5.5; Objective B--5.5.

Projections

|| It is recommended that consideration be given to consolidating Phase I of the POA course with the new course on terrorism which is being developed by OTR. It is believed that this arrangement would have more impact on the class than having two distinct courses running at different times. Also the topics covered in the Office of Security's course could be incorporated into this package with maximum effect.

[REDACTED]

Course Chairman

Atts

- A - Roster
- B - Schedule

25X1A

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25X1A

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PREPARING FOR OVERSEAS ASSIGNMENT #3-76

3 - 5 February 1976

ROOM 912
CHAMBER OF COMMERCE BUILDING

INTELLIGENCE INSTITUTE
OFFICE OF TRAINING

COURSE CHAIRMAN:
TRAINING ASSISTANT:

25X1A

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PREPARING FOR OVERSEAS ASSIGNMENT

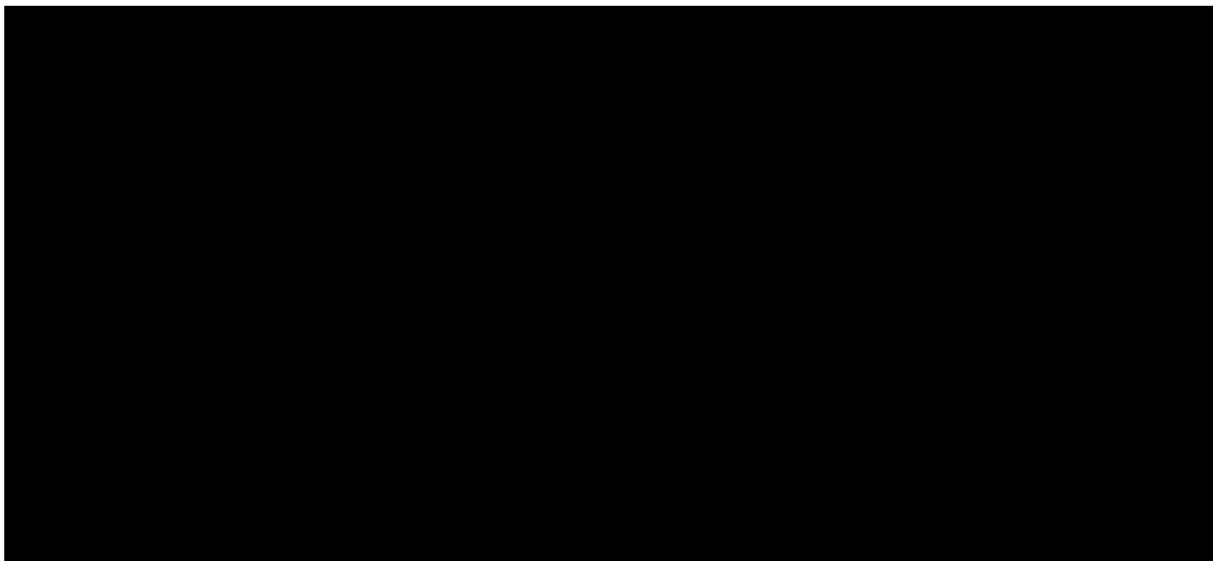
COURSE OBJECTIVES

PHASE I - OVERSEAS SERVICE FOR CIA

Personnel attending this Phase are expected to:

a) gain a better understanding of cover, medical, security and legal problems which CIA employees might encounter during service abroad; and b) acquire a limited feeling for important cultural differences which may be encountered in working and living among foreigners.

25X1C



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PHASE I - OVERSEAS SERVICE FOR CIA

Tuesday, 3 February

25X1A

0900 - 0930 INTRODUCTION, HANDOUT OF KITS,
DISCUSSION OF COURSE OBJECTIVES
AND METHODS

Course
Chairman

0945 - 1100 LEGAL CONSIDERATIONS FOR
AGENCY PERSONNEL GOING
OVERSEAS

Office of
General
Counsel

25X1A

Our speaker will discuss the need to prepare certain legal documents prior to overseas service. He will also review your federal and state tax responsibilities while serving abroad.

1115 - 1215 "THE CHANGING ROLE OF THE FIELD
STATION TODAY"

A videotape of an address by [REDACTED] former Chief,
Latin America Division, to a CIA audience.

25X1A

1215 - 1330 LUNCH

25X1A

1330 - 1530 LIVING IN A NEW CULTURE

Life Sciences
Division, ORD

"Culture shock" is the phrase often used to describe the impact of unforeseen problems besetting us when moving from one cultural environment to another. Our speaker will suggest some of the more difficult areas of adjustment, and indicate ways in which we can better prepare ourselves for living and working abroad.

1530 - 1600 DISCUSSION AND REVIEW OF THE FIRST
DAY'S SESSIONS

Wednesday, 4 February

25X1A

0900 - 1000 COVER

25X1A

Cover and
Commercial
Staff

[REDACTED]

X1A

1015 - 1100 CENTRAL PROCESSING BRANCH

Chief, Central
Processing
Branch

The speaker will review the organization and functions of the various components of Central Processing Branch and how each assists you in your overseas processing.

25X1A

1115 - 1215 OBSERVATIONS OF A CHIEF
OF STATION

Operations
Directorate

1215 - 1330 LUNCH

1330 - 1445 TRANSPLANTING YOUR HOUSEHOLD

A panel discussion with recent overseas returnees.

25X1A

1500 - 1600 MEDICAL CONSIDERATIONS FOR
AGENCY PERSONNEL AT OVERSEAS
STATIONS

Office of
Medical
Services

The physical and mental health of its employees overseas is a matter of paramount interest to the Agency. Our speaker will describe how the Office of Medical Services provides world-wide support to personnel serving abroad and will discuss ways in which you can prepare yourself for your assignment.

1600 - 1620 COURSE REVIEW AND EVALUATION

25X1A

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